

RADICAL ECOLOGY

JOB DESCRIPTION

Job Title: Studio Assistant Apprentice (Level 3 Business Administration)

Contract: Fixed term, 18 months

Hours: 32 hours per week (0.8 FTE) including college day, across 4 days

Wage: £7.70/hour (apprenticeship rate)

Location: Webbers Yard, Dartington (Studio-based) + 1 day per week at Exeter College in Exeter

Training: Includes full support to complete a Level 3 Business Administration Apprenticeship

Closing Date: 9 June 2025, 10am

Start Date: 15 September 2025

Overview

Radical Ecology is teaming up with the Exeter College Apprentice Hub to offer a Level 3 Apprenticeship in Business Administration for a motivated and curious individual ready to join our team as Studio Assistant. This is a training position designed to build strong foundations in arts administration, office management, and cultural organising. The apprentice will work closely with Radical Ecology's Studio and Operations Manager to support the day-to-day running of projects, communications, and studio operations while developing key administrative and creative industry skills.

About the Role

This is an exciting opportunity to gain hands-on experience in a dynamic, values-led environment committed to social and environmental change. As Studio Assistant at Radical Ecology, you will play a key role in the daily rhythm of a small but ambitious studio where creativity, care, and collaboration are central. Working closely with the core team, visiting artists, researchers, and community partners, you will help ensure that projects run smoothly from behind the scenes - keeping communication flowing, systems working, and the atmosphere welcoming.

The apprenticeship is designed to support your learning and development as you contribute to meaningful work that addresses some of the most urgent challenges of our time—from climate justice to cultural inclusion. You'll be based in a unique rural

setting at Dartington, where nature and radical thought have long intersected. The role will offer exposure to how an interdisciplinary organisation works across the arts, environmental research, youth participation, and public policy. You'll gain experience not only in administration but in how creative and community-led initiatives are imagined, resourced, and delivered. As part of your employment with Radical Ecology, apprentices will be required to attend studies for one day per week at Exeter College in Exeter.

The ideal candidate will be curious, proactive, and ready to grow—someone who's excited by the idea of working in a purpose-driven organisation and contributing to a studio culture rooted in equity and imagination. You'll be supported to build confidence in areas such as communications, project planning, digital tools, and external relations, while being invited into the deeper questions that underpin Radical Ecology's work: how do we create systems that are truly just, inclusive, and sustainable?

This role is particularly well-suited to someone with an interest in working in the cultural or environmental sectors, or in community-based practice more broadly. We strongly encourage applications from individuals who are underrepresented in these sectors, including people of colour, disabled people, and those from working-class backgrounds.

About Radical Ecology

Radical Ecology is an artist-led studio in Dartington, South Devon exploring the intersections of racial justice and environmental action through interventions that extend from participatory engagement with young people in the woods where we're based to rethinking the global model for climate economics with some of the world's leading climate scientists.

We believe that climate breakdown and racial inequity are inextricably connected and that these twin crises as well as our collective failure to address them are best understood as outcomes of inherited cultures that have been hundreds if not thousands of years in the making. We see culture as the force that brings us together. It's the space through which we create meaning in the world and choose to do more of the same or else shape new worlds.

The ambition to create something new that is sustainable and just – a house for climate justice, no less - drives all our outputs which are also always forms of participatory action – from the production of films and exhibitions, to the development and delivery of research and policy frameworks, to the engagement of young people and marginalised people with art, music and nature across the landscapes of southwest England which feed so much of what we do. We thrive on the interactions that connect these diverse planes of our activity. We believe that Radical Ecology is a way of being in the world through which we realise the life of the planet in ourselves, whoever and wherever we are.

About Exeter College

Exeter College is an award-winning, world class institution. As one of Devon's Ofsted Outstanding further education colleges, its vision is to shape the future by delivering excellence to realise the ambitions of its learners, city and region.

List of Duties

- Assisting with project coordination and event logistics
- Managing studio communications and scheduling
- Supporting financial and data administration
- Liaising with partners, artists, and community groups
- Helping to maintain an organised and welcoming studio environment
- Supporting community-building activities and inclusive participation across our programmes

Personal Qualities

We're looking for someone who is:

- Thoughtful and reliable – able to follow through on tasks and take responsibility
- Curious and open-minded – interested in learning, exploring new ideas, and engaging with diverse perspectives
- Respectful and inclusive – values difference and helps create a welcoming environment for all
- Creative and adaptable – comfortable working in a setting where no two days are the same
- Emotionally intelligent – able to listen, communicate kindly, and work well as part of a small team
- Committed to anti-racism, environmental action, and the role of art in social change
- Passionate about purpose – motivated by social and environmental justice, even if still finding their voice or path
- Self-motivated – eager to grow and contribute meaningfully to the organisation's mission

Future Prospects

This apprenticeship offers a strong foundation for a career in the cultural, environmental, or community sectors. On successful completion, the Studio Assistant will have gained valuable experience in arts administration, project coordination, and community engagement, with transferable skills applicable across a wide range of roles.

Depending on the needs of the organisation and the interests of the apprentice, there may be opportunities to progress into a permanent role at Radical Ecology or to continue working with us on a freelance or project basis. Alternatively, the role could

lead to further training or employment in areas such as arts management, climate justice advocacy, event production, social enterprise, or creative education.

The experience gained at Radical Ecology will also provide a strong platform for those interested in pursuing further study, whether in business, the arts, or the environmental humanities. Above all, this role offers a meaningful pathway for someone seeking to build a socially purposeful and creatively engaged working life.

Skills Required

We're looking for someone who brings enthusiasm, curiosity, and a willingness to learn. You don't need to have experience in all areas, but the ideal candidate will demonstrate the following:

- Strong organisational skills and attention to detail
- Good written and verbal communication
- Ability to manage time and priorities effectively
- Confidence using email, calendars, and basic digital tools (e.g. Word, Excel, Google Drive)
- Willingness to learn new systems and processes
- A proactive, can-do attitude and the ability to work independently when needed
- A collaborative spirit and interest in supporting others
- Respect for diversity and a commitment to inclusive practice
- An interest in art, ecology, social justice, or community work (experience not essential)

We welcome applications from individuals with non-traditional educational or career backgrounds, and value life experience as well as formal qualifications.

Qualification Required

- GCSEs (or equivalent) in English and Maths at grade 4/C or above
- Basic digital literacy (confidence using email, online documents, and scheduling tools)
- You must meet the eligibility criteria for a Level 3 Business Administration Apprenticeship (i.e. not already hold a qualification at the same or higher level in a similar subject)

We're more interested in your potential and commitment than in formal qualifications. If you don't meet the listed requirements but feel this role is right for you, we still encourage you to apply.

How to Apply

Please submit your application by using [this link](#) before the closing date of **9 June 2025, 10am**.